

MAIN HRS

DCDS Reports

Batch Reports - A **HR-401 - Suspended Transactions by Transaction**

Purpose:	The Suspended Transactions by Transaction report provides a summary of all transactions that have not gone to R★STARS listed by transaction identifier. The minimum data required to be entered is department, agency, batch date, report start date, next run frequency type, next run frequency value, and printer destination.
Frequency:	As requested (Daily, Weekly, Monthly, Yearly)
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency
Media:	The report is printed at the designated printer.
Retention:	Per Department Policy.
Information:	<p>A. The Suspended Transactions by Transaction report is accessed through the <u>R</u>eports, <u>B</u>atch, <u>A</u> - Suspended Transactions by Trans items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Transaction Identification■ Appropriation Year (AY)■ Coding Block Elements■ Object Code (OBJT)■ Transaction Amount

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Information: *(Continued)*

- Error Code
- Error Message
- Name
- Social Security Number (SSN)
- Position Number
- Employee Amount
- Total Amount by Transaction
- Total Amount For All Transactions

- C. The Suspended Transactions by Employee report is processed nightly and printed at the destination printer identified by the user.
- D. The Report Status screen provides the status of reports requested. A “P” displays in the Status field to indicate that the report has been printed. The Report Status screen can be accessed through the Reports, Batch , D - Status Report items on the menu bar.
- E. Transactions suspend for many reasons, such as having an invalid coding block element or if the appropriation object code range does not include payroll object codes. For example, if an index is invalid and DCDS sends a transaction to R★STARS with a coding block that contains that invalid index, the transaction will suspend.
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The screenshot shows a Windows-style application window titled 'DCDS' with a menu bar containing 'File', 'Edit', 'Options', 'Functions', 'Params', 'Reports', 'Window', and 'Help'. Below the menu bar is a sub-header 'Report Request'. The main content area is titled 'Suspended Transactions by Transaction' and contains the following fields:

- Department: 01 (dropdown menu)
- Agency: 01 (dropdown menu)
- Batch Date: 09/25/1996 (text field)
- Report Start Date: 09/26/1996 (text field)
- Next Run Freq Type: Yearly (dropdown menu)
- Next Run Freq Value: 1 (text field)
- Destination: Central Printer (text field)

At the bottom right of the window are 'OK' and 'Close' buttons. The status bar at the very bottom shows 'Ready'.

Report Request Screen

To display the Report Request screen for Suspended Transactions by Transaction report, select the Reports menu item from the Menu bar and click on the Distribution (Batch) menu item. From the cascading menu, click on A - Suspended Transactions by Trans menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria in which to request the Suspended Transaction by Transaction Report.

Enter the Department, Agency, Batch Date, Report Start Date, Next Run Freq. Type, Next Run Freq. Value, and Destination. To select all department or agencies, click on **AL** from the department or agency dropdown.

The Report Pre-View screen displays the report on-line. The printed report is displayed on the next page.

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HR-401 - Suspended Transactions by Transaction

ZA09041Z01		2	HR - 401		MAIN HUMAN RESOURCE SYSTEM						RUN DATE: 02/02/2000		
LABOR DISTRIBUTION – SUSPENDED TRNSACTIONS BY TRANSACTION										PAGE 1			
DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET										PP END DATE: 01/22/2000			
AGENCY: 01 CENTRAL OFFICE												PROCESS DAY: 4	
TRANSACTION IDENTIFICATION		AY	INDEX	PCA	GRANT	PH AG1	PROJ	PH AG2	AG3	MULT1	OBJT	TRANSACTION AMOUNT	
ERROR CODE		ERROR MESSAGE											
NAME				SSN		POSITION NUMBER			EMPLOYEE AMOUNT				
<hr/>													
591 01/10/2000 J 401 00063 97		ERROR										4691	
E 10149:		INDEX CODE INVALID											
CASHIER, HEAD				000-00-7259		07-40-72-33-03-00-010			41.22-				
CASHIER, HEAD				000-00-7259		07-40-72-33-03-00-010			354.20-				
KIND, MEAN J				000-00-6591		59-40-72-33-02-05-003			226.06-				
*TRANSACTION ID 591 01/10/2000 J 401 0063												2,243.10-	
*AGENCY 01 CENTRAL OFFICE												3,669.66-	

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Issue Date: March 26, 2001

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Section 16.31: Batch
Suspended Transactions by Transaction Report